

DEPARTMENT OF FOOD AND AGRICULTURE



Division of Measurement Standards
8500 Fruitridge Road
Sacramento, CA 95826

DMS NOTICE
G – 03 – 3

August 21, 2003

Discard: Retain

TO WEIGHTS AND MEASURES OFFICIALS

SUBJECT: Routing Documents to the Division of Measurement Standards

We have received questions recently regarding routing of forms and paperwork to the Division of Measurement Standards programs. A brief summary for routing documents, forms, and reports, collected by the Division is attached. The summary is intended as a quick reference to assist those responsible for getting the documents to the Division. We appreciate efforts to adhere to this schedule though we recognize that occasionally it may not be possible or expedient.

The California Code of Regulations provides counties with 30 days to notify the Division with results of Service Agent License examinations. We are however, requesting that you make an effort to meet the enclosed schedule timeframes since many licensees contact our office well before the end of the 30-day period.

If you have questions or comments, please contact Ron Flores, Program Supervisor at (916) 229-3045 or rflores@cdfa.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Cleary".

Mike Cleary
Director
(916) 229-3000

Attachment

Division of Measurement Standards
Routing Documents Schedule

***It is preferable that you indicate the program name.
Do not use names of Division personnel.***

Route these reports directly to:

Measurement Services Unit, Division of Measurement Standards, Sacramento:

Annual Expenditure Report		(Annually, before end of October)
County Monthly Reports		(Monthly)
Service Agent License Exam Results	(Service Agency)	(Immediately)
Service Agency Notice of Violation*	(Service Agency)	(1 week)
Weights and Measures Civil Administrative Actions:		
• Notice of Proposed Action	(All Programs)	(Immediately)
• Penalty Assessment Reports	(All Programs)	(Immediately, on completion)

Route the following documents to the appropriate regional office:

(Redding, Anaheim, Fresno, or Sacramento)

If sent as a consolidated mailing, please continue to separate and organize forms by program name for routing efficiency.

Audit Reports	(All Programs)	(1 week)
Investigations/Reports	(All Programs)	(1 week of conclusion)
Label Violation Reports	(Quantity Control)	(1 week)
Legal Action Reports	(Quantity Control)	(Monthly)
Notices of Violation	(All Programs)	(1 week)
Package Inspection Reports	(Quantity Control)	(1 week)
Sales Price Reports (Price Verification Reports)	(Quantity Control)	(1 week)
Single Transaction Reports	(Weighmaster)	(1 week)
Survey Reports	(All Programs)	(Per survey instructions)
Tare Verification Reports	(Weighmaster)	(1 week)
Test Purchase/Sale Reports	(Quantity Control)	(1 week)

* Service Agency Violations are filed in regional offices and in the Service Agency's file in Sacramento.